

PAYING EMPLOYEES
VIA
TIME AND ATTENDANCE

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 4 – Paying Employees via Time and Attendance

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Learning Points

In this Module you will be introduced to the basic information required to pay:

- “Time-card required” (non-auto) employees
- Overtime and shift differential
- Adjustments to earnings for salaried automatically paid employees

Refer to CAPP Topics 50130 and 50505 for procedures.

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Module 4 – Paying Employees via Time and Attendance

Time and Attendance – Batch # 31

**Time and
Attendance
Data Entry**

Using the information in the table below, complete the Time Card Short screen HUA03 for Company number 100XX. The assigned Batch Number is 31 and start on Page 1 of this batch.

Employee Number	OT Indic	Hours	Rate Amt	Adj Ind ic	Amt Indic	Transaction Description
40912312500		4000				40 regular hours
40912312500	1	200				2 OT hours @ straight time
55555555500		4000				40 regular hours
55555555500		4000	5000000			40 regular hours @ previous MF rate
11111111100		8000				80 regular hours
11111111100	2	800				8 OT hours @ 1 ½
27453965700		8000				80 regular hours
27453965700	1	1000				10 OT hour @ straight time
27453965700	2	200				2 OT hours @ 1 ½
77777777700	2	1000				10 OT hours @ 1 ½
88888888800		7200	20454545			72 regular hours @ an hourly rate
00700700700						Stopping pay for the current period
42252341700		4000	20000		1	40 regular hours @ a flat dollar amount

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Time and Attendance – Batch # 31, Continued

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> GUH 100XX, 31 ON HUA03

-----TIME CARD SHORT-----

__ COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000

EMPLOYEE   T TRN DEPT   O S D           A A
NUMBER     C CDE SEC   T H E   HOURS  RATE / AMT  WORKFIELD  D M
          D              D      (2ND LINE)  LABOR CODE  J T
0000000000 X 700 _____ 0 0 0  0000000 000000000000 000000000000  _ 0
0000000000 X 700 _____ 0 0 0  0000000 000000000000 000000000000  _ 0
0000000000 X 700 _____ 0 0 0  0000000 000000000000 000000000000  _ 0
0000000000 X 700 _____ 0 0 0  0000000 000000000000 000000000000  _ 0
0000000000 X 700 _____ 0 0 0  0000000 000000000000 000000000000  _ 0
0000000000 X 700 _____ 0 0 0  0000000 000000000000 000000000000  _ 0

A287W-NO RECORD/S FOUND

11/19/04 14:01:25 1 M3LL CIDL _____

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Time and Attendance – Batch # 31, Continued

Using the information below, complete the Pay Transaction Balancing (IBC) screen HRSBB:

Control Total A	Control Total B	Control Total C	Control Total D	Pay Range 1	Pay Range 2
392.00	32.00	225.454545		71	71

```

> GUH 100XX, 31                                     ON HRSBB

      ----PAY TRANSACTION BALANCING (IBC)----

___ COMPANY--> 00000 BATCH NUMBER--> 0000

CONTROL      CONTROL      CONTROL      CONTROL      PAY RANGE
TOTAL A      TOTAL B      TOTAL C      TOTAL D      1      2
00000000.00  00000000.00  000000000.000000  000000000.000000  00  00

-----CALCULATED-----
TOTAL A      TOTAL B      TOTAL C      TOTAL D
00000000.00  00000000.00  000000000.000000  000000000.000000

-----DIFFERENCE-----
00000000.00  00000000.00  000000000.000000  000000000.000000

A287W-NO RECORD/S FOUND

11/19/04  14:54:56 1 M3LL CIDL

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Attendance – Batch #39

**Time and
Attendance
Data Entry**

Using the information in the table below, complete the Time Card Short screen HUA03 for Company number 100XX. The assigned Batch Number is 39 and start on Page 1 of this batch.

Employee Number	OT Indic	Hours	Rate Amt	Adj Indic	Amt Indic	Transaction Description
01010101000			11064	+		Amt pd in addition to regular salary
66666666600	1	500	10000000			5 hrs OT pd @ straight time of \$10
66666666600	2	200	15000000			2 hrs OT pd @ 1 ½ of \$15
66666666600	1	500	5000		1	5 hrs OT pd @ flat amt (straight)
66666666600	2	200	3000		1	2 hrs OT pd @ flat amt (1 ½)
01010101000			22128	-		Decrease regular pay by dollar amt

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Attendance – Batch #39, Continued

Continued

> GUH	100XX, 39	ON HUA03
-----TIME CARD SHORT-----		
___ COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000		
EMPLOYEE NUMBER	T TRN DEPT C CDE SEC D	O S D T H E D (2ND LINE) LABOR CODE
A A D M J T		
0000000000	X 700 _____	0 0 0 0000000 000000000000 000000000000
_ 0		
0000000000	X 700 _____	0 0 0 0000000 000000000000 000000000000
_ 0		
0000000000	X 700 _____	0 0 0 0000000 000000000000 000000000000
_ 0		
0000000000	X 700 _____	0 0 0 0000000 000000000000 000000000000
_ 0		
0000000000	X 700 _____	0 0 0 0000000 000000000000 000000000000
_ 0		
0000000000	X 700 _____	0 0 0 0000000 000000000000 000000000000
_ 0		
A287W-NO RECORD/S FOUND		
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Attendance – Batch #39, Continued

Using the information below, complete the Pay Transaction Balancing (IBC) screen HRSBB:

Control Total A	Control Total B	Control Total C	Control Total D	Pay Range 1	Pay Range 2
	14.00	331.92	105.00	70	70

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> GUH 100XX, 39                                     ON HRSBB

      ----PAY TRANSACTION BALANCING (IBC)----

___ COMPANY--> 00000 BATCH NUMBER--> 0000

CONTROL          CONTROL          CONTROL          CONTROL          PAY RANGE
TOTAL A          TOTAL B          TOTAL C          TOTAL D          1      2
00000000.00      00000000.00      000000000.000000      000000000.000000      00    00

-----CALCULATED-----
TOTAL A          TOTAL B          TOTAL C          TOTAL D
00000000.00      00000000.00      000000000.000000      000000000.000000

-----DIFFERENCE-----
00000000.00      00000000.00      000000000.000000      000000000.000000

A287W-NO RECORD/S FOUND
  
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11/19/04 14:54:56 1 M3LL CIDL _____

Report 1001

NUMBER OF TRANSACTIONS INPUT	=	14
NUMBER OF TRANSACTIONS ACCEPTED	=	14
NUMBER OF TRANSACTIONS DELETED	=	0
NUMBER OF TRANSACTIONS ACCEPTED WITH ERRORS	=	0
NUMBER OF INPUT BATCHES	=	0
NUMBER OF TRIGGER TRANSACTIONS GENERATED	=	1

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Report 1004

CO. NO. 10011 ***** TRAINING COMPANY # 11 *****										REPORT 1004 DBS HR:M RUN ON 12/15/2004 AT 11:55:16 PAGE 6									
BATCH 31										TRANSACTION BALANCE REPORT AS OF 12/31/2004									
SEQ. NO.	EMPLOYEE NUMBER	TRAN CODE	PAY DED	REG SPC	HRS HRS	REG-RATE/AMT SPC-RATE/AMT	OT HRS	OT RATE/AMT WORK	D-T T/P	ADJ IND	SHF CHK	AMT A/P	DED IND	ST CDE	LOC CDE	DEP NO	SEC NO	FROM DATE LABOR DISTRIBUTION	TO DATE LABOR DISTRIBUTION
P 332	70070070	0	700	IBC	31	392.00	32.00	225.454545	.00	0			0					00/00/0000	00/00/0000
P 344	11111110	0	700		80.00				.00	0			0					00/00/0000	00/00/0000
P 337	11111110	0	700				8.00		.00	2			0					00/00/0000	00/00/0000
P 338	11111110	0	700		80.00				.00	0			0					00/00/0000	00/00/0000
P 339	2745386570	0	700						.00	0			0					00/00/0000	00/00/0000
P 340	2745386570	0	700				10.00		.00	1			0					00/00/0000	00/00/0000
P 341	2745386570	0	700				2.00		.00	2			0					00/00/0000	00/00/0000
P 333	4091231250	0	700		40.00				.00	0			0					00/00/0000	00/00/0000
P 334	4091231250	0	700				2.00		.00	1			0					00/00/0000	00/00/0000
P 335	555555550	0	700		40.00				.00	0			0					00/00/0000	00/00/0000
P 336	555555550	0	700		40.00	5.000000			.00	0			0					00/00/0000	00/00/0000
P 342	777777770	0	700				10.00		.00	2			0					00/00/0000	00/00/0000
P 343	888888880	0	700		72.00	20.454545			.00	0			0					00/00/0000	00/00/0000
P - THIS TRANSACTION IS FROM THE PENDING FILE																			
TRANSACTION BATCH STATISTICS																			
THIS BATCH IS OUT OF BALANCE.																			
NO. OF EMPLOYEES NOT TO BE PAID 1																			
NO. OF TRANSACTIONS IN THIS BATCH 13																			
IBC CONTROL TOTALS										REGULAR RATE/PAY									
TRANSACTION TOTALS										OVERTIME RATE/PAY									
DIFFERENCE																			

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Report 1005

CO. NO. 10011 ***** TRAINING COMPANY # 11 *****
REPORT 1005 DBS HR:M
RUN ON 12/15/2004 AT 11:55:16 PAGE 1

COMPANY BATCH SUMMARY AS OF 12/31/2004

BATCH	0	BATCH	1	BATCH	10 *OUT OF BALANCE*	BATCH	12
BATCH	31 *OUT OF BALANCE*	BATCH	39 *OUT OF BALANCE*				
TYPE TRANSACTION							
CALCULATED TOTALS							
400 TRANSACTIONS	0						
500 TRANSACTIONS	5						
501 TRANSACTIONS	5						
502 TRANSACTIONS	5						
503 TRANSACTIONS	3						
504 TRANSACTIONS	5						
505 TRANSACTIONS	5						
501 - 698 TRANS	0						
550 TRANSACTIONS	4						
650 TRANSACTIONS	0						
652 TRANSACTIONS	0						
660 TRANSACTIONS	0						
670 TRANSACTIONS	0						
680 TRANSACTIONS	0						
TOTALS	32						

TOTAL NUMBER OF TRANSACTIONS	71
NUMBER OF EMPLOYEES NOT TO BE PAID	2
TOTAL NUMBER OF BATCHES	6
NUMBER OF BATCHES OUT-OF-BALANCE	3

	REGULAR HOURS	OVERTIME HOURS	REGULAR RATE/PAY	OVERTIME RATE/PAY
TRANSACTION TOTALS	352.00	32.00	11209.524545	0.000000

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The Report 1009 provides an explanation of errors occurring during overnight processing. Aids in understanding why a transaction did not process or why a manual payset did not work.

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CO. NO. 10011 ***** TRAINING COMPANY # 11 *****
EMPLOYEE DIAGNOSTICS LISTING AS OF 12/31/2004

REPORT 1009 DBS HR:M
RUN ON 12/15/2004 AT 00:02:45
REL 12.00.54 PAGE 4

BATCH NO. 39
ENTRY DATE      SEQ  EMPLOYEE  TRAN  CARD  MSG  FIELD IN ERROR  -----ERROR MESSAGE-----CONTENTS-----
              NUMBER      NUMBER  CODE PHS COL. NO.
12312004      348  666666660 0 700 F  34  70  CTL FREQUENCY  IS INVALID FOR NO OVERTIME EMPLOYEE 1
12312004      349  666666660 0 700 F  34  70  CTL FREQUENCY  IS INVALID FOR NO OVERTIME EMPLOYEE 2
12312004      350  666666660 0 700 F  34  70  CTL FREQUENCY  IS INVALID FOR NO OVERTIME EMPLOYEE 1
12312004      351  666666660 0 700 F  34  70  CTL FREQUENCY  IS INVALID FOR NO OVERTIME EMPLOYEE 2

TOTAL NUMBER OF ERRORS 56

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Paying Employees via Time and Attendance Review Questions

1. In accordance with DHRM policy, the number of hours being paid must be entered for _____ transactions for _____ employees.
2. Using a “+” or a “-” in the adjustment column will/will not affect current regular pay.
3. A Report 59, Gross Pay Limit Exceeded, is generated when

_____.
4. **TRUE/FALSE** - For a wage employee, all 700 transactions will be added together and one check will be issued.
5. **TRUE/FALSE** - For a salaried employee, all 700 transactions will be added to the regular salary amount and one check will be issued.
6. Unbalanced batches appear where?
7. How many “pending” files are there?
8. How many “pending” file reports are there?
9. What do the following indicators mean if used in the “OT” column?
 - A. Indicator of “0” or “Blank” _____
 - B. Indicator of “1” _____
 - C. Indicator of “2” _____

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END OF MODULE 4